



**MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD MEETING MINUTES
Thursday – April 12, 2001
Holiday Inn – Great Falls**

Board Members Present:

Barb Kain, Patty Guiberson, Mark Heinert, Paul Tuss, Carolyn DeYoung, Roy Hagen, Cliff Johnson

Board Members Absent:

Fred Unmack

Staff: Kathy Yankoff, State JSEC Coordinator – DLI Job Service

Recorder: Rhonda Huseby, Great Falls Job Service Workforce Center

Guests: Bob Simoneau, Wendy Keating, Mark Bowlds and Lorelee Robinson – DLI Job Service

I. CALL TO ORDER: Barb Kain called the meeting to order.

- A. Introductions: Self-introductions were made of all present.
- B. Agenda Changes: Lorelee Robinson will do the update on Jobs for Montana's Graduates instead of Nancy Elliott.
- C. Approval of Minutes from 10/20/00: Minutes were approved. Patty thanked Kathy for the thorough and complete minutes that she prepared from the last meeting.
- D. Correspondence: Kathy summarized a reply letter from Governor Martz in response to Chair's letter. Governor Martz basically said that she would keep JSEC in mind if she has any needs for advice and is leaving the option of possibly working with JSEC in the future open.

II. REPORTS AND UPDATES:

- A. Treasurer's Report (Mark Heinert): A copy of the Treasurer's Report was passed out to all members present. Mark reported that two different accounts have been established. One half of the funds were deposited into a passbook savings account bearing 2½% interest. The other half were deposited into a 6 month CD earning 6¼%. The CD will mature in May. A signed copy of the report was given to Kathy for the permanent file.
- B. Jobs for Montana's Graduates: Lorelee Robinson presented a report on JMG. JMG has grown in the past year from 35 programs to 42 programs with several other communities interested in implementing the program locally. There are currently approximately 800 students enrolled. An informational flyer was handed out that summarizes JMG. Also presented to the group was a copy of an email with information regarding the State JMG Career Development Conference that will be held in Butte on May 1st and 2nd. This conference will feature a speaker from Denver, workshops, and competitions among JMG participants. Lorelee also shared a copy of the December issue of "Classroom to Careers", the JMG Newsletter, which contains an article thanking the Montana State Employers Council for the financial and program support. Lorelee reported that some of the funding for JMG may be reduced and they are looking for alternative funding. The entire group expressed support of the JMG program and voiced their hope that the legislature and Governor Martz will continue to fund and support JMG.
Pass-Through Funds Agreement Review (Mark Heinert): Fred Unmack (attorney) reviewed and made changes to the original draft of a Pass-Through Funds Agreement created by Mark. Copies of the updated version were passed to each member present. The members agreed to change item #2 in the Agreement to read: MSEC has the final authority to accept or reject funds based on our 501(c)(3) status. They also voted to strike #4 and change #5 (now #4) to read: MSEC may withhold from donor funds a fee for administrative expenses in consultation with the donor. The motion to accept these changes was made by Paul. Patti seconded the motion. Motion passed. Mark will make the changes to the Agreement and send back to Kathy for appropriate dissemination.

C. Administrator's Update (Wendy Keating):

- *Legislative Developments:* Wendy reported on several bills that have been before the legislature this session that deal with Workforce Development Issues. She reported that Workforce Development issues have risen to the top of several issues and that it has been an exceptionally busy legislative session for the Department of Labor. Commissioner Mike Foster has been very influential with the legislature and has made Workforce Development activities a priority. Wendy reported that he has been great for the Division.
- *Division Developments:* Wendy talked about four points that are division priorities:
 1. Technology Projects such as One-Stop information sharing and electronic job search.
 2. The idea of promoting individual employee accountability, focusing on customer satisfaction/quality work and the need to standardize some services from one Job Service office to another.
 3. Developing cooperation and coordination between State Workforce Investment Boards, Local Workforce Investment Boards and local communities.
 4. Upward mobility for staff and leadership development through training and professional development. One example of such training is Mosaic Manager provided through Solutions Group.

D. School to Work (Bob Simoneau): Bob reported that the School to Work Initiative has one more year of funding. The Systems Team has embarked on a regional technical assistance approach. The state is divided into eight regions and technical assistance coordinators have been hired for seven of the regions. School to Work is currently looking for additional funding sources. Bob expressed appreciation to Kathy for her part in School to Work and her work with the JSEC.

E. 2001 Joint Meeting Progress Report (Kathy Yankoff): Kathy reported that the State JSEC and Job Service Annual Meeting and banquet will be held at the Elks Lodge in Anaconda on June 5-7, 2001. It was agreed that there would be just one choice of food for the main meal – prime rib. The Elks is willing to split the cost of a band following the banquet. Helping pay for a live band was discussed. The cost to us would be approximately \$250.00. It was agreed that having a band increases the fun, even though it also increases the cost. If the local JSEC still wants to have a band, knowing that will decrease their share of proceeds from the raffle, then they should go ahead and schedule it.

Dr. Ben Bissell will be the speaker for the Wednesday morning training. Barb and Kathy heard him at the Georgia Employers Conference they attended in October and were very impressed. Lynn Long, with Unemployment Insurance, will possibly speak also at some point in the agenda. Kathy has also talked to Jim Weber, USDOL and John Andrew, Montana DLI to do a presentation on federal and state wage and hour laws and regulations. Kathy brought up the idea of touring Job Corps in Anaconda as a possible agenda item or optional activity. It was agreed this would be an interesting addition to the agenda. A list of accommodations in Anaconda was distributed to the Board members. This information will be sent out to the Job Service Workforce Centers so that reservations can be made soon.

F. National Update (Kathy): Attempts have been made to contact Peter Fleming, with USDOL in Atlanta, to follow-up on the status of a having national meeting to discuss a successor to the NEC. No luck so far, but Kathy will keep all posted if something develops.

III. OLD BUSINESS:

- A. SHRM Membership (Barb): After much discussion on the subject of giving away a SHRM Membership to Business Advocate staff, it was decided that only Advocates that express an interest in having a SHRM Membership would be eligible. Kathy will notify all Business Advocates that they must let her know of their interest in the membership before the June meeting. The drawing for the membership will be held at the banquet in Anaconda.
- B. Anaconda Meeting (Kathy): *Banquet MC:* The need for a Master of Ceremonies for the awards banquet was discussed. Mark will ask Fred if he is interested in serving as the MC. *Overall format:* Kathy proposed to set aside a separate time in the agenda for networking/best practices instead of having this be part of the business meeting. The members supported this idea. *Training & Agenda Suggestions:* Kathy has requested that local JSECs let her know of specific agenda items or training topics for the meeting. *Silent Auction item:* The Board voted to pay for the matting and framing of a print that Kathy has offered to donate for the silent auction. The cost of this should be approximately \$50.00. *Raffle ticket sales:* A supply of 50 raffle tickets has been distributed to each local Center/JSEC. Kathy gave each Board member a supply of 30 tickets to sell. Cliff asked for clarification on the size of the prints being raffled. Kathy will check and let everyone know.

- C. State Awards Selection (Kathy): Nominations are coming in for the different awards to be given at the meeting. One issue – if there is a category with no nominations, does the Board want to establish an alternate way to select someone? Discussion result – no. Second issue – Should there be flexibility to move a nomination to a different category than the original one submitted? Discussion result -- it was decided that a person is only eligible to win the category for which they were nominated. A question was asked about how the recipients are chosen. Kathy explained that she, the State Chair, and one non-Job Service party all rate the nominees independently and then compare and compile their findings to decide the winners.

Housekeeping aside (Kathy): Kathy forgot to bring travel vouchers to the meeting so she will mail them to the Board Members early next week.

IV. NEW BUSINESS:

- A. 2001 Meeting Calendar (Barb):
- *Thursday, June 7, 2001* the full State Employers' Council will meet in conjunction with the Annual Joint Meeting Job Service Management/JSEC meeting in Anaconda.
 - *Tuesday, October 16, 2001* the Executive Board will meet in Helena. The meeting will start at 9:00 and end approximately 12:30.
- B. 2001-2002 Executive Board Candidates (Barb): Barb asked about the possibility of vacancies occurring in the current Officers and Area Representatives for the next year. She would like to continue as Chair to maintain continuity with the Council's responsibilities, particularly with the new investment policy and pass-through arrangement for other organizations. Discussion followed noting the value of continuity and that one year is barely enough time to get up to speed on what needs to be in any of the Board positions. Everyone present indicated a willingness to continue on for another year in his or her current position. Cliff moved that the Executive Board remain the same and the current slate of officers be presented at the annual meeting and voted on at that time. Motion seconded. No further discussion. Motion passed.
- C. Possible Site for 2002 Joint Meeting: Lewistown was suggested as a possible choice for the 2002 meeting site. This would provide a convenient central location. Mark Heinert will check into availability of meeting and motel space and also into reserving the train for our banquet dinner. He will look at times between mid-May and early June. He will submit a bid to have Lewistown as the site for the 2002 Annual Meeting at the business meeting in Anaconda.

V. ADJOURN:

Patty made a motion that the meeting be adjourned. Paul seconded the motion. Motion passed. The meeting was adjourned.